

**The Department of Social Services
Job Opportunities
Special Enforcement Officer**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE

Posting Date: November 29, 2006

Closing Date: December 12, 2006

The Department of Social Services is currently recruiting to fill two (2) Special Enforcement Officer positions in our Child Support Unit in our Central Office location. Position numbers 34327 and 85159.

Open To:	The Public
Position:	Special Enforcement Officer
Bargaining Unit:	Protective Services - (NP-5)
Salary:	\$55,760 - \$74,479 Annually - (PS-16)
Location:	25 Sigourney Street, Hartford, CT 06106

SUPERVISOR RECEIVED:

Works under the general supervision of an employee of higher grade.

EXAMPLES OF DUTIES:

Coordinates all capias activities in child support cases; serves warrants or capias mittimus orders issued by Family Support Magistrates or Courts for Bureau of Child Support Enforcement, Judicial Support Enforcement Division and Office of the Attorney General for child support cases; determines which cases will be prosecuted; gathers evidence through surveillance and use of informants; takes statements and prepares summaries; obtains and serves warrants for arrest or capias orders issued by courts; apprehends suspects and makes arrests; presents information to court as necessary; interacts with defense attorneys; maintains case records; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of and ability to interpret relevant state statutes; considerable knowledge of methods and techniques utilized in criminal investigations including location and apprehension of individuals; considerable interpersonal skills; oral and written communication skills.

EXPERIENCE AND TRAINING:

General Experience:

Five (5) years of experience in conducting criminal investigations.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

SPECIAL REQUIREMENT:

1. Incumbents in this class must possess and retain a valid Connecticut Motor Vehicle Operator license.
2. Permanent employment will depend upon successful completion of a prescribed course in police work given by the State Police Department and subsequent appointment by the Commissioner of Public Safety as a special police officer.
3. Candidates for this class are subject to selection standards pursuant to 7-294-a-e and regulations of the Police Officer Standards Training Council.

CHARACTER REQUIREMENT:

In addition to the checking of references and of facts stated in the application a thorough background investigation of each candidate will be made before persons are certified for permanent appointment.

PHYSICAL REQUIREMENT:

Incumbents in this class must have good general health and must have and retain sufficient strength, stamina, agility, visual and auditory acuity to perform the duties of the class. Applicants may be required to pass a physical examination.

WORKING CONDITIONS:

Incumbents in this class may be exposed to highly dangerous situations that may cause injury or loss of life and may perform field investigations under unpleasant conditions.

Note: Applications will be accepted only from candidates who have taken and received a passing score on the examination for Special Enforcement Officer administered by the State of Connecticut's Department of Administrative Services and are on the current examination list for this job classification, and from state employees who have attained permanent status in this job classification and currently are eligible for appointment to this position. Priority consideration will be given to Re-employment, SEBAC and transfer list candidates as required.

APPLICATION PROCEDURE: To apply you must submit an original completed State of Connecticut Application (Form PLD-1) in order to be considered for an interview. The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS.

Please forward your completed original State of Connecticut Application (Form PLD-1) and a cover letter on or before December 12, 2006 close of business to:

**Flora Alling, Human Resources Specialist
The Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS ON DECEMBER 12, 2006

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER